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14 NOV 1979

MEMORANDUM FOR: Chief, Procurement Management Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

FROM:

Chief, Plans and Programs Staff, OL

SUBJECT:

Office Evaluation Conferences (U)

REFERENCE:

Multi adse memo fm A/DDA dtd 24 Oct 79,
same subj: (DDA 79-3337; OL 9 4485)

1. Attached for your information is a copy of the referent which offers guidance in preparing for the OL Office Evaluation Conference scheduled for 30 November 1979 at 2:00 p.m. (U)

2. Inasmuch as each Office Conference is limited to 60 minutes, it will be necessary to confine individual presentations to 8 minutes each. This should allow the D/L sufficient time for introductory and closing remarks, plus a brief question/answer period while keeping within OL's allotted time frame. Please forward your presentation materials to this Staff by 21 November 1979. A "dry-run" will be scheduled for 26 November at 2 p.m. in the Supply Division conference room. A copy of your 1978 briefing outline is attached to assist you in formulating your 1979 presentation. (U)

3. Contact

Plans and Programs Staff,

if additional information is required. (C)

WARNING NOTICE

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